

## Applying for grant funding

1. First, decide what kind of grant you are applying for.
  - **Community Grant** – for local projects that benefit an area of North Hertfordshire
  - **District Wide Community Grant** – for projects that benefit the community across North Hertfordshire.
  - **Community Facility Capital Grant** – to improve Community Centres, Village Halls and buildings that the local community use.
  
- 1.1 Read through the criteria outlined on the council website:  
<https://www.north-herts.gov.uk/home/community/grants>
  
- 1.2 If you think that your project might fit the criteria, download a grant application form from <https://www.north-herts.gov.uk/home/community/grants> Complete it in Microsoft Word.
  
- 1.2 Gather any relevant supporting documentation e.g.:  
Accounts, Business Plans, Constitution, Quotes, Safeguarding Policies.
  
- 1.3 Email your application with copies of your supporting documents to [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk)
  
- 2 Pre-Applications
  - 2.1 Pre-applications must be submitted by the pre-grant application deadline (which can be found on the table below.)
  - 2.2 This is for anyone who needs support with completing the application or isn't sure whether their application fits with the relevant grant criteria.
  - 2.3 They can email their application form to [community@north-herts.gov.uk](mailto:community@north-herts.gov.uk) and complete it as much as possible.
  - 2.4 The team will advise on what else needs to be completed / supplied by the grant deadline.
  
3. Submitting your application
  - 2.1 Completed grants with all necessary supporting documentation need to be emailed by midnight on the grant deadline date.
  - 2.2 Applications must be submitted on the application form provided on the web page and be emailed as a readable Microsoft Word Document not PDF. No other version will be accepted.
  - 2.3 Handwritten forms will not be accepted unless under exceptional circumstances by prior arrangement.

Incomplete applications after this date will go into the pre application process for the next meeting round.

## Grant Assessment

Members of the Policy and Community Engagement team will meet to assess each application on its merits against the Grant Criteria agreed by Cabinet in January 2020.

If the application meets the criteria it will be put forward for consideration to the relevant Committee / Panel meeting.

## **Grant Deadlines**

<b>Community Grants</b>			
Pre Grant Application Deadline	Deadline 24:00	Grant Assessment meeting TBC	Committee Meetings
13 <sup>th</sup> April 2020	3 <sup>rd</sup> May 2020	6 <sup>th</sup> May 2020	June /July 2020
27 <sup>th</sup> July 2020	23 <sup>rd</sup> August 2020	26 <sup>th</sup> August 2020	September/October 2020
5 <sup>th</sup> October	26 <sup>th</sup> October 2020	28 <sup>th</sup> October 2020	December 2020
25 <sup>th</sup> January 2021	15 <sup>th</sup> February 2021	17 <sup>th</sup> February 2021	March 2021

<b>District Wide Revenue Grant Panel</b>			
Pre Grant Application Deadline	Deadline 24:00	Grant Assessment meeting TBC	Committee Meetings
13th April 2020	3rd May 2020	6th May 2020	10 June
20 September	18 October	21 Oct	18 November

<b>Community Facility Capital Grant Panel</b>			
Pre Grant Application Deadline	Deadline 24:00	Grant Assessment meeting TBC	Committee Meetings
19 July	9 August	12 August	23 Sept 2020
6 December	10 January 2021	13 January 2021	17 February 2021